



November 10, 2014

Terry Templeton, PG
Tennessee Department of Environment and Conservation
Memphis EFO
8383 Wolf Lake Blvd
Bartlett, TN 38133

RE: MS4 Audit Response – Task Schedule
Lakeland, TN

A2H # 14219

Dear Mr. Templeton,

Please find attached the task schedule as discussed with you. This submittal is part of the City of Lakeland's compliance with the MS4 Audit.

If you have any questions or require additional information, please call at any time.

Sincerely,

A2H, INC.

A handwritten signature in blue ink, appearing to read 'David M. Smith', is written over the company name.

David M. Smith, Ph.D., PE
Senior Civil Engineer - Manager

Required Actions

[illegible]

Recommended Actions

	Primary Implementor	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015
1. Track additional key information, including but not limited to, the date activities occur and the number of participants in attendance or materials distributed. Additional information regarding expected water quality improvements should also be recorded .	Engineering/ Neighborhood Services								
2. Conduct an appropriate activity to evaluate the effectiveness of the PIE, and based on the results of the activity, modify the PIE as necessary .	Planning/ Neighborhood Services								
3. Keep hard copies of the newspaper articles and printouts from media sources on file for documentation, and utilize an effective tracking system to manage public involvement and participation activities .	Neighborhood Services								
4. Modify the web page so that the contact information for the appropriate stormwater staff is more prominently displayed on the stormwater web page .	Website Maintenance								
5. Continue these activities, but also look for additional activities by which citizens, HOAs, scouts, or other groups can provide assistance to Lakeland to continue improving stormwater quality. Utilize a more detailed tracking system for documenting key information pertaining to each event and to document related or expected water quality improvements .	Engineering/ Neighborhood Services								
6. Link enforcement information to the GIS to use as a possible method of tracking enforcement actions taken and documenting results .	GIS/ Inspection/ Engineering								
7. Implement additional measures that will allow the public to directly report illicit discharges, such as adding a stormwater hotline or enhancing the City's website to allow citizens an additional mechanism for reporting stormwater issues to City staff .	Website Maintenance								
8. Develop a more detailed tracking system for documenting key information pertaining to each violation and to allow for easier summarization of activities by location, time period, etc .	GIS/ Inspection/ Engineering								
9. Utilize all available enforcement measures to address sediment-laden stormwater contamination within Lakeland's jurisdiction. Modify the ERP to include enforcement steps involving construction activity that will be available to the City's stormwater staff. Track information such as construction plans review and enforcement action utilized by the City in an electronic tracking system or database .	Planning/ Inspection/ Engineering								
10. Incorporate the new Land Development Regulations by reference into the SWMP .	Planning/ Engineering								
11. Lakeland's stormwater staff should continue to increase their knowledge about the CGP and the Tennessee Erosion and Sediment Control Handbook, and be aware of any updates in both documents. They should expand their knowledge of the construction program by attending appropriate training, webinars and conferences, if possible .	Engineering								
12. Implement a tracking system in advance of the ordinance changes so that the tracking system can be utilized immediately .	GIS/ Inspection/ Engineering								
13. Review the Manual to ensure that the Manual provides information regarding stormwater Best Management Practices (BMPs) and/or spill control procedures .	Engineering								
14. Modify the SWMP to include the procedures regarding the collection and disposal of waste .	Engineering								
15. Modify the SWMP to include procedures on ways to ensure that new flood management projects assess the impacts on water quality. If possible, examine existing projects for incorporating additional water quality protection devices or practices .	Engineering								
16. Utilize all available enforcement measures to address sediment-laden stormwater contamination within the jurisdiction .	Inspection/ Engineering								
17. Utilize a more detailed tracking system for documenting key information pertaining to each violation and to allow for easier summarization of enforcement activities by location, time period, etc .	GIS/ Inspection/ Engineering								
18. Expand Lakeland's field screening program to include all types of stowmwater outfalls into water of the state in order to comprehensively identify potential sources of illicit discharge .	Inspection/ Engineering								